



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

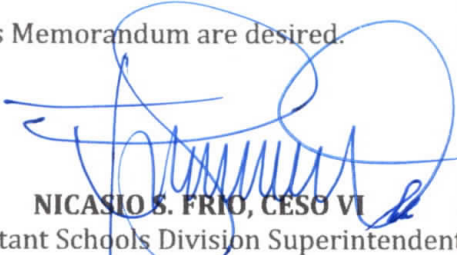
**DIVISION MEMORANDUM**

No. 001, s. 2022

**SUBMISSION OF INCIDENT REPORTS WITH MODE/S OF VERIFICATION RELATED TO POSSIBLE REPAIRS AND MAINTENANCE OF AFFECTED SCHOOLS AND DAMAGED PROPERTIES CAUSED BY TYPHOON ODETTE**

To: OIC-Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. In view of the recent calamity that caused damage to our school properties, all schools are hereby directed to submit an incident report on property damages certified by the DRRMC/O indicating the scope of damages as a whole, with mode/s of verification (MOVs). This is in relation to the possible repairs and maintenance of damaged classrooms of affected schools, especially for payments of clearing debris. It should be quoted as a **whole** and not by piecemeal.
2. If there are properties involved, proper inventory reports should be done by the Accountable Officer or Property Custodian.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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